



**You... and the people
around you.**

Richmond Refinery

**Safety Topic of the Month
June 2010**



You ... and the people around you.

Every time we start a new task, our actions, or the result of our actions, may change conditions and have a “ripple effect” on the people and work that’s happening around us.

Actions and/ or Events that impact our work environment:

1. Opening Equipment and fresh air jobs (RI-338, RI-376 and RI-9900)
2. Line of fire concerns with tools (RI-9900)
3. Energizing or De-energizing equipment (RI-9900)
4. Nature/ Weather (RI-392)
5. Communication (accurate vs inaccurate/ incomplete) (JHA/ JJSV, RI-313, treating people with respect)
6. Many Activities/ Jobs happening simultaneously (proximity)
7. Fatigue throughout the shift or day (RI-395, Fatigue Management Newsletter)


Discussion Question: **How do you** address these concerns for yourself, the people around you, and the community?



LPSA - Make it Personal

Before beginning any task – Think about “What’s the worst thing that could happen?” or even “What’s likely to happen?” that could impact my work environment – making it more hazardous or cause an incident and have affect people or the environment around me.

...such as backing a truck into another object, not wearing a respirator as recommended by MSDS, or not appropriately taping off a fresh air job and affecting bystanders.

LOSS PREVENTION SELF ASSESSMENT
BEFORE BEGINNING ANY ACTIVITY/TASK/JOB, AFTER A LOSS OR NEAR LOSS, ANY UNUSUAL CIRCUMSTANCES:

ASSESS the risk!
What could go wrong?
What is the worst thing that could happen if something does go wrong?
ANALYZE how to reduce the risk!
Do I have all the necessary Training and Knowledge to do this job properly?
Do I have all the proper Tools and Personal Protective Equipment?
ACT to ensure loss-free operations!
Take necessary Action to ensure the job is done properly!
Follow written procedures! Ask for assistance if needed!
DO NOT PROCEED UNLESS ALL RISKS HAVE BEEN ADDRESSED!
For Everyone • Every Day • All the Time

LPSAs are effective when you go through all of the steps:

1. Assess
2. Analyze
3. Act

To reduce risks and prevent incidents.

Hazard ID Tool – Use the tool during LPSAs

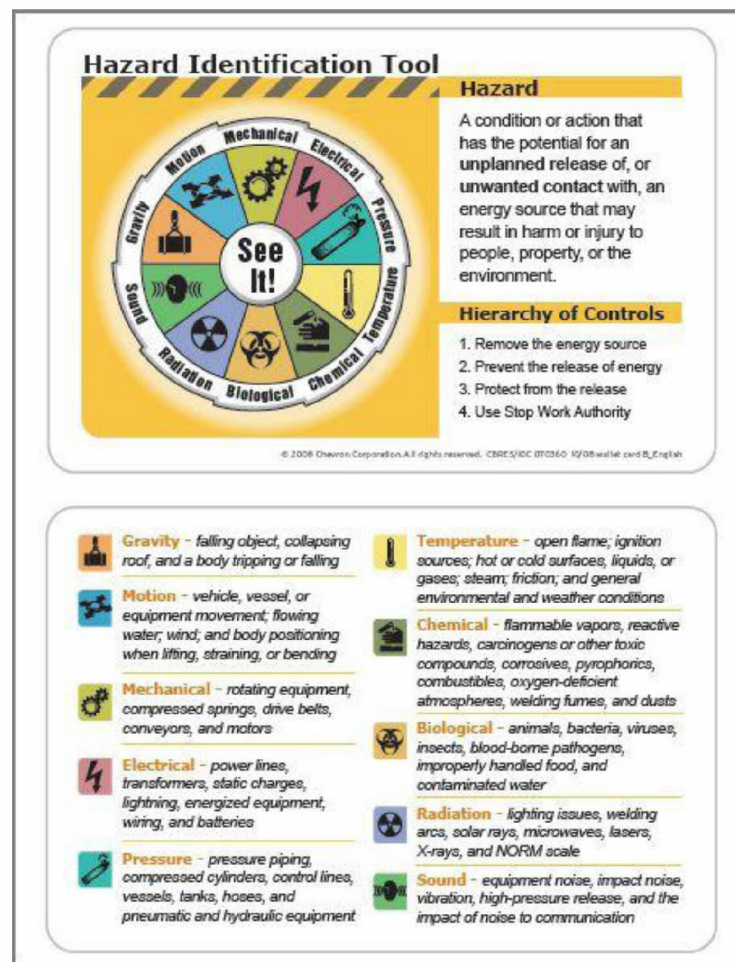


For example, when you're selecting and donning PPE for a job – the MSDS will guide you through preventing exposure to chemicals – referencing the chemical portion of the Hazard ID tool. Every task should be analyzed to reduce the hazards and/ or risks.

Use the Hazard ID TOOL during your LPSA. Also, recognize that the tool can add value in the preplanning of your job or during the JSA or JHA/ JJSV.

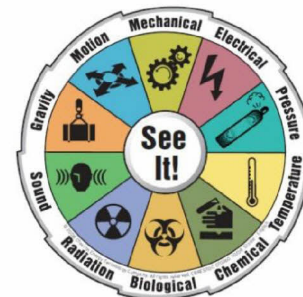
Use the tool any time to help you identify and communicate effectively about hazards and ways to protect against those hazards.

Use Stop/ or Pause Work Authority when hazards haven't been mitigated.



Everyone is Responsible for

- Notifying others about changing conditions
- Stopping Unsafe work if we see it
- Performing complete and accurate JHA
- Knowing the Hazards in the work area
- Following Procedures
- Using the LPSA before beginning a new task
- Protecting the environment
- Our own Safety



**Every Task,
the Right Way,
Every Time.**



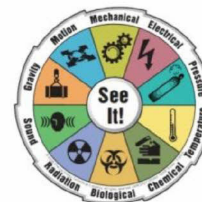
Everyone is Responsible for

■ Protecting the environment by reporting any odors, spills, noise, and visual emissions to CFRE (*CFRE stands for: Chevron Field Representative, Environmental*).

● CFRE - 242-2127

Calling the CFRE generates an environmental response by CFD to concerns to both our internal and external communities.

We want to be a good neighbor, operating and maintaining our facility, while protecting all people and the environment. (CFRE 242-2127)



Clarification of Responsibilities

An update has been made to RI-9900 in order to clarify who is responsible for ensuring all personnel are clear from hazards which might result from energizing or de-energizing equipment.

The RI now states:

3.2.2 "The Operator is responsible for ensuring all personnel are clear of hazards which might result from the equipment being energized/de-energized."

4.6.4.2 "The Operator is responsible for ensuring all personnel are clear of hazards which might result from the equipment restoring hazardous energy."

Appendix C. 1.16 The Operator is responsible for ensuring all personnel are clear of hazards which might result from the equipment being energized/de-energized.

Appendix I. 1.0 The Utilities Distribution Head Operator (DHO) is responsible for ensuring all personnel are clear of hazards which might result from the equipment being energized/de-energized.

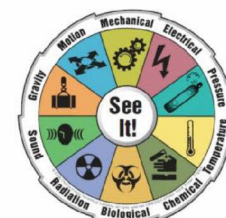
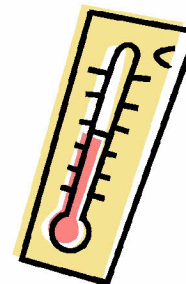


This satisfies Cal ARP Audit finding SO3-17

NEW Responsibilities - Heat Illness Prevention Training (RI-392)



- Be familiar with your responsibility in preventing Heat Illness.
- Heat Illness Prevention Training on Active Learner
 - Due on June 23, 2010
 - Separate training for Supervisors
- If you work outdoors or supervise individuals that work outdoors as part of your job duties you must take the Heat Illness Prevention training module.
- Key points of the training include:
 - Recognizing heat illness signs and symptoms.
 - Importance of frequently consuming small quantities of water.
 - Understanding the importance of acclimatization.
 - Importance of immediately reporting heat illness signs and symptoms to the supervisor and call Chevron Fire Dept. at 555.



You ... and the people around you. Make safety Personal.



By “making it personal” we are showing we respect ourselves, each other, our work procedures, processes, and our community and environment (both internal - at the refinery, and external – in the community).

Discussion: Have each person in the work group talk about why someone else’s safety is important to you personally.

Why??? Because We are... Too Precious to Lose.



**Every Task,
the Right
Way,
Every Time.**

EVERY TIME

Some of our commonly used tools -

LOSS PREVENTION SELF ASSESSMENT

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LPSA Card

Hazard Identification Tool

Hazard
A condition or action that has the potential for an unplanned release of, or unwanted contact with, an energy source that may result in harm or injury to people, property, or the environment.

Hierarchy of Controls

1. Remove the energy source
2. Prevent the release of energy
3. Protect from the release
4. Use Stop Work Authority

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Haz. ID Tool

Contact the **IIFLT** if you need additional copies of the tools.

Stop / Pause Work Authority

It is your responsibility AND you have stop work authority. We always comply with the Refining Tenets that are based on the two principles:

- Do it safely or not at all
- There's always time to do it right

As an employee or contractor for Chevron, you are responsible and authorized to **STOP** any work that does not comply with our Tenets. Your actions to support the Tenets are fully supported by the Chevron Richmond Refinery Management Team.

- All issues will be addressed promptly
- All levels of refinery management support you

That is our commitment to you.

Mike Coyle

Mike Coyle, Refinery General Manager

5 Steps of Stop Work Authority

- Step 1** • Stop the Unsafe Activity
- Step 2** • Notify the person in charge (Supervisor, H0, Head Mech.) so the issue can be addressed.
- Step 3** • Involve the right people, discuss the concerns and correct the issue as necessary.
- Step 4** • Resume work
- Step 5** • Share what you learned with other potentially impacted employees and/or contractors.

5 Steps of Stop Work Authority



Review TOP Lessons Learned

Learning from our past incidents will help us prevent them in the future. Please take a few minutes now to review the TOP lessons learned.

TOP Lessons Learned